

# Tenant Selection Criteria for Residency

1. Applicant's gross household income must be 2 times the rent amount.
2. Landlord will make 2 attempts to contact and verify all current and previous landlord references. Failure to provide or obtain verifiable references may result in the landlord's right to:
  - a. Deny the application
  - b. Charge an additional deposit
  - c. Terminate rental agreement if references we subsequently determined to be falsified.
3. A credit check will be ran on each application. In the event of poor credit is discovered it is the landlord's right to:
  - a. Deny the application
  - b. Charge an additional deposit
  - c. Require a co-signer meeting the same criteria for residency
4. Any record or unrecorded FED, collections of judgments shall result in the landlord's right to:
  - a. Deny the application
  - b. Charge an additional deposit
  - c. Require a co-signer meeting the same criteria for residency
  - d. Terminate rental agreement if subsequent information regarding prior FEDS, collections or judgments are determined to be detrimental to the landlord.
5. Verification of income shall be made by:
  - a. Employment verification (30 days' worth of paystubs with in the last 45 days)
  - b. Proof of self-employment shall be made by verification of business license with Secretary of State. Proof of income can be documented with prior year tax return.
  - c. Non- employment income (social security, pension, savings, CDs, insurance, grants, child support, etc.) applicant shall provide means of verification.
6. Lack of employment shall result in the landlord's right to:
  - a. Deny the application
  - b. Charge an additional deposit
  - c. Require a co-signer meeting the same criteria for residency
7. Convictions will be evaluated and may result in denial of application. (this is all on a case by case basis)
  - a. A felony conviction as a result of a manufacturing of a control substance (may result in a denial)
  - b. Any conviction as a result of a sex crime (may result in a denial)
8. The behavior and demeanor of applicants and prospective residents during the application process will be considered.
9. Management reserves the right to extend to residents over the age of 62, based on economic need and at the sole discretion of management, a rent discount.
10. Renter's Insurance will be Required, unless:
  - a. The household income of the all of the tenants in the unit is equal to or less than 50% of the area median income, adjusted for family size as measured up the a five-person family – or-
  - b. If the dwelling unit has been subsidized with public funds, not including housing choice vouchers.
11. The maximum number of occupants allowed per unit is as follows:
  - a. Two persons per bedroom.
  - b. An exception may be made to the two person per bedroom policy in that a person under the age of 3 years of age will be allowed as a third occupant provided that person is staying with his/her parents or legal guardian. The unit size will also be taken into consideration.
  - c. The occupancy standard may vary for each apartment community based on square footage of units.
12. Any information provided that is incomplete, inaccurate or falsified, shall be grounds for denial of the application or subsequent termination of tenancy upon determination of falsified information.